



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2a

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Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

October 8, 2014
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at 10:24 a.m. Other Committee members present were: Committee Vice Chair Wiener and Commissioners Bates, Dodd, Glover and Pirzynski. Commission Chair Worth was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted and Mackenzie.

Item 2: Consent Calendar:

Upon the motion of Commissioner Dodd and the second of Commissioner Glover, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of September 10, 2014.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports as of August 2014: Report of Operating Income for FY 2014-15; Report of Operating Expenditures for FY 2014-15; Report of Capital Budgets for FY 2014-15; Report of Life to Date Federal Grants Budget; Report of Clipper® Operating and Capital Budgets; Disbursement Report; Capital Projects Disbursement Report; and Clipper® Projects Disbursement Report. For the month of August, the monthly financial report listed seven (7) purchase orders and eight (8) contracts executed in the amount of \$100,000 and under and seventy-four (74) purchase orders and nine (9) contracts executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through August 2014.

Item 2c: Investment Reports

The Committee received the Investment Report for the month of August 2014.

Item 2d: Contracts – Strategic Highway Research Program Implementation Assistance Program:

- San Francisco County Transportation Authority (\$270,000)
- Puget Sound Regional Council (\$100,000)

Item 2d: Contracts – Strategic Highway Research Program Implementation Assistance Program (continued)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with the San Francisco County Transportation Authority to perform research and experiment with methods to improve the way transit accessibility and passenger behavior are represented in analytical planning models. The Authority will perform management, model development, application testing, application refinement, data analysis and outreach. The Chief Financial Officer was authorized to set aside \$270,000 for such contract subject to grant approval.

Additionally, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract with the Puget Sound Regional Council to perform research and experiment with methods to improve the way transit accessibility and passenger behavior are represented in analytical planning models. The Council will perform software development, model development, application testing, application refinement and data analysis. The Chief Financial Officer was authorized to set aside \$100,000 for such contract subject to grant approval.

Item 3: Contract – San Francisco Bay Area Core Capacity Transit Study: Arup North America, Ltd. (Arup) (\$1,000,000)

Carolyn Clevenger, MTC Planning, requested the Committee's approval of a contract of up to \$1,000,000 with Arup to develop and prepare the San Francisco Bay Area Core Capacity Transit Study. The San Francisco Bay Area Core Capacity Transit Study will focus on a package of investments that expand transit capacity into the San Francisco job centers. The study process is expected to develop regional consensus that will aid the region in advocating for future funding. The study will also include support for extensive stakeholder engagement.

Upon the motion of Commissioner Wiener and second by Commissioner Pirzynski, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into a consulting contract with Arup. Under the contract Arup will evaluate, identify and prioritize transit strategies to maintain and increase transit capacity as well as improve reliability and connectivity. The Chief Financial Officer was authorized to set aside \$1,000,000 for such agreement.

Item 4: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at 10:28 a.m. The next Committee meeting will be on November 12, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, California.